

HIGH COURT OF ANDHRA PRADESH

ROC.No.1576/2019-C-3.

Dated: 02-01-2021.

C I R C U L A R

Sub:- Public Services – APJMSS – Internal transfer of subordinate staff members, who have completed 3 (three) years of service in particular station/seat – Instructions issued – Reg.

<<>>

The High Court in supersession of all earlier Circulars issued with regard to effect general transfers of the employees of the Subordinate Judiciary, issued the following:

- 1) The Unit Heads/Principal District Judges shall identify the staff members who will be completing 3 (three) years of service in that station by 30th of April of every year and obtain request transfer application from the staff members with 3 places of their choice, preferably on or before 28/2 (28th February) of every year and accommodate them in one of the places of their choice, subject to availability of vacancy at that place. If no vacancy is available at their request place, they should be transferred to the places where vacancy is available.
- 2) All the Unit Heads/ Principal District Judges shall submit the request applications of employees who are seeking retention on (i) spouse grounds; (ii) medical grounds; (iii) retiring from service within one year; (iv) widows who lost their spouse within that year (retention for a year only), along with specific remarks/recommendations and with supporting material to the concerned administrative Judge for prior approval and consideration.
- 3) If the Principal District Judges /Unit Heads are desirous of continuing a employee/employees in a particular station beyond three years, they may transfer the employee/employees from one court to another court in that station if more than one court is available and if there is only one court, change the seat of such employee/employees. It is brought to the notice of Principal District Judges /Unit Heads, that strong

reasons should exist for continuing an employee/employees in that station.

- 4) The Principal District Judges /Unit Heads concerned are given liberty to effect transfers of their employee/employees, even if such employee has not completed 3 (three) years, in extraordinary circumstances or for smooth administration.
- 5) All the Principal District Judges/Unit Heads may consider the request of the President and Secretary of the District Judicial Employees Association recognized by the Principal District Judges to retain them at the Headquarters for one term during their entire service period, subject to approval by the administrative Judge.
- 6) All the Principal District Judges/Unit Heads are hereby informed that the transfers of the staff, who have completed 3 (three) years of stay in their respective station, shall preferably be in summer vacation of that year.

All the Principal District Judges/Unit Heads are hereby directed to be adhere to the said instructions **scrupulously**.

// By Order //



REGISTRAR (ADMINISTRATION)

To

1. The Principal Secretary to the Hon'ble the Chief Justice (with a request to place before the Hon'ble the Chief Justice for kind perusal)
2. All the Personal Secretaries to the Hon'ble Judges (with a request to place before their Lordships for kind perusal)
3. All the Registrars
4. All the Principal District Judges/ Unit Heads in the State.
5. The Registrar (IT)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to place the same in the Official Website of the High Court).
6. The Section Officer, Special Officers Section, (with a request to incorporate the circular in the compendium of circulars).